

APPENDIX F

Student Instructions for Taking the Online End of Course Exam – Secure Test Client (Adapted with permission from Scantron Corporation)

1. If your teacher has not already set up the test open the Secure Test Client icon on the testing computer. You should see a screen like the one below:

Fill in the form below. Click "Next" to begin your test.

Site ID:

Test ID:

Student ID:

Student Password: (Optional)

Site Password: (Optional)

Exit Next

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You should see your school ID

2. Log in to the test:
 - a. Type the Site ID, Test ID and your Student ID in the appropriate areas. You will be given this information by the Test Administrator.
 - b. (If required) Type your student password and/or the site password in the appropriate areas. It is recommended these are not used.
 - c. Click **Next**.
3. Listen to your teacher or the test proctor explain how to take the exam.

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Online End of Course Exam – Secure Test Client

4. Take the exam:

a. Click 1 or Next at the bottom of the test to go to the first question.



b. Read each question.

- Click  to select an answer. Click it again if you change your mind.
- Click  the x to eliminate answer(s) you know are not correct. Click it again if you change your mind.
- Check **Mark Answer for Review** if you are not sure of your answer and want to review it before turning in the exam

☐ Mark Question For Review

- Click **Next** to go to the next question.

5. When you finish all questions, review your answers, click **Go** to return to certain questions if necessary, then click **Turn in Test**.